

SOLE SOURCE PROCUREMENT REQUEST

Please complete and email to: vip@azdoa.gov

Entire document MUST be completed	
Section 1	
Requesting Agency: Arizona Department of Transportation	
Vendor: Malvern Instruments, Inc.	Estimated Cost: \$25,000.00 annually
Section 2	
Brief description of materials or services: Malvern Instruments; Repair, Maintenance & Service	
Section 3	
Briefly describe why this procurement is Sole Source and why there is only a single source available: Only Malvern Instruments has the authority and expertise to work on this sensitive Lab equipment.	
Duration of this Sole Source procurement: One (1) year with the option to extend 48 months	
Briefly describe the efforts made to seek other sources: Internet Research and user communications.	

Send comments to the following individual:

Requesting Agency Contact Information	
Procurement Officer: Ellen Farmer	
Phone Number: 602-712-8515	Email Address: efarmer@azdot.gov

State Procurement Website Posting Information	
R2- 7-E301 requires the State Procurement Administrator shall post the request on the State Procurement Office website and invite comments on the Sole Source request for five working days.	
Date Posted:	Date Closed: